

# **Gaming Commission Regulations**

Regulation #R400-04-GC-04

## **Chapter 4 -Notifications And Reports**

### **Section 1. Purpose; Authority**

1-1. *Purpose.* The purpose of this Chapter is to ensure delivery of incident and statistical reports by each gaming enterprise to the Gaming Commission which are required by applicable internal control standards or regulation, or which will otherwise assist the Gaming Commission in performing its regulatory responsibilities.

1-2. *Authority.* These rules and regulations are issued under and pursuant to the authority of the Gaming Ordinance, #02-400-01, Gaming Commission Ordinance, #04-400-04, and Commission's Ordinance, #04-100-06.

### **Section 2. Definitions**

2-1. *General.* For purposes of this regulation, certain terms are defined in this section. The word "shall" is always mandatory and not merely advisory. Unless defined elsewhere, terms defined in this Chapter and the Gaming Ordinance and Gaming Commission Ordinance are defined for the purposes of all Gaming Commission Regulations.

2-2. *"Licensed Employee"* means any employee who has received a Gaming License from the Gaming Commission.

2-3. *"Notification"* means written notice and does not include e-mail or other electronic transmission unless authorized by Gaming Commission Order. Notification required by these regulations is provided -

- a. to the Gaming Commission by delivery to the Gaming Commission office;  
or
- b. to the General Manager of the gaming enterprise unless the Gaming Commission is notified in writing of a specific employment position which is responsible for accepting notices and reports on behalf of the gaming enterprise.

2-4. *"Report"* means a written document that describes a specific incident and the investigation of such incident, if required by applicable regulation.

2-5. *"Slot Conversion"* means the alteration, re-programming or replacement of a gaming machine game program EPROM or other equivalent game software media to change the game program or denomination of any Slot Machine.

2-6. *"Slot Machine Change"* means the physical replacement of a Slot Machine with a new machine or movement of a Slot Machine to a new location on the floor of a gaming enterprise.

2-7. *"Slot Machine Upgrade"* means the replacement of slot machine software with a newer version of the same software, this does not change game theme, payout or game operation.

### **Section 3. Submission of Required Notifications and Reports**

3-1. All notifications or reports required by this regulation, other Gaming Commission regulations, or federal regulations shall be submitted in writing to the Gaming Commission except as provided in Section 8.

3-2. Notifications and reports must be delivered to the Gaming Commission offices. During non-operational hours of the Gaming Commission, the notifications and reports shall be placed in the mailbox outside the Gaming Commission office.

#### **Section 4. Slot Notifications**

##### **4-1. *Slot Machine Change***

- a. Prior to moving any slot machine to a new location on the gaming floor of any gaming enterprise or changing the orientation of a slot machine, a representative of the gaming enterprise shall provide twenty-four (24) hours notice to the Gaming Commission.
- b. The notification to the Gaming Commission must include a complete list of the slot machines proposed to be moved or re-positioned, including the number assigned to such slot machine(s) and the proposed new location(s).
- c. Prior to any software upgrades, a representative of the gaming enterprise shall provide twenty-four (24) hours notice to the Gaming Commission.

##### **4-2. *Replacement of Slot Machine; Addition of New Slot Machine***

- a. Prior to replacing any slot machine on the gaming floor, or adding a new slot machine to the gaming floor, a representative of the gaming enterprise shall provide five (5) calendar days notice to the Gaming Commission.
- b. The notification to the Gaming Commission must include a list of the slot machine(s) proposed to be replaced, including the number assigned to such slot machine(s), the location(s) of such slot machine(s), the name of the new slot machine, the manufacturer, and EPROM type and number for the new slot machine(s).

4-3. An updated Slot floor plan shall be submitted to the Gaming Commission no later than 24 hours (1 calendar day) after the movement, replacement or addition of any Slot machine.

##### **4-4. *Slot Machine Game Conversion***

- a. Prior to conversion of any slot machine game or denomination conversion, a representative of the gaming enterprise shall provide not less than five (5) calendar days notice to the Gaming Commission.
- b. The notification to the Gaming Commission must include a list of the slot machine(s) proposed to be converted, including the number assigned to such slot machine(s), the location(s) of such slot machine(s), the name of the new game, the manufacturer, and EPROM type and number (if applicable).

#### **Section 5. Table Games Notifications**

5-1. *New Table Games.* Before any new table game is introduced at a gaming enterprise management of the gaming enterprise must complete the following requirements:

- a. A written agenda request seeking approval must be submitted to the Gaming Commission not less than 20 calendar days prior to the proposed start date.
- b. All proposed rules and procedures must accompany the approval request.

5-2. *Table Moves.* Before any existing table game is moved to a new location on the gaming floor, the Gaming Commission must receive not less than twenty-four (24) hours advance notice. The Gaming Commission must also verify appropriate Surveillance coverage, prior to game re-open.

## **Section 6. Camera Coverage Notification**

6-1. *Existing Camera Coverage.* The gaming enterprise shall provide the Gaming Commission with a 3-day advance notice for requests for changes to the existing camera coverage.

6-2. Where camera coverage is not requested 3 days in advance, the gaming enterprise shall be charged \$1,000.00 to cover costs associated with changing or resetting a camera.

## **Section 7. Reports**

7-1. The management of a gaming enterprise shall ensure that the Gaming Commission is provided copies of the following reports within the time periods prescribed in this section.

7-2. The types of reports identified in this section are the more significant ones noted in the MICS; however, there are other reports that the MICS require the gaming enterprise to generate and forward to the Gaming Commission.

| Report Type   | Time for Receipt of Report   |
|---|--|
| <b>a. Security Incident Reports</b>   | Daily submittal by 4:00 p.m. the following business day.   |
| <b>b. Variance Reports</b> <ol style="list-style-type: none"> <li>1. Cage Variances (individual counts; reports of investigation of discrepancies)(25 CFR 542.14(d)(1)&amp;(2))</li> <li>2. Slot Variances (including coin-to-drop meter reading vs. actual drop; actual currency drop vs. bill-in meter reading; exception report inspection/investigation reports)(25 CFR 542.13(h))</li> <li>3. Daily recap for table games (25 CFR 542.12(j)(6))</li> </ol> | Daily submittal by 4:00 p.m. the following business day.   |
| <b>c. Accounting and Auditing Standards Reports</b> <ol style="list-style-type: none"> <li>1. Monthly reconciliation of cage accountability to general ledger (25 CFR 542.14(g)(1);</li> <li>2. Monthly trial balance of accounts receivable reconciled to general</li> </ol>   | As generated with the frequency required by applicable Minimum Internal Control Standards; submitted by 4:00 p.m. the first calendar day following generation. |

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| <ul style="list-style-type: none"> <li>3. ledger (25 CFR 542.14(g)(2); Statistical reports from evaluation of theoretical vs. actual hold percentages for electronic games (25 CFR 542.13(h)(15);</li> <li>4. Analysis of table games performance standards (25 CFR 542.12(i));</li> <li>5. Investigation reports for variances or exceptions noted (25 CFR 542.12(j)(5); 43.13(m)(7)&amp;(10)); and</li> <li>6. Other reports required by Internal Control Standards (i.e. 25 CFR 542.13(m)(2); ) by the Tribal/Federal Regulation or the Tribal-State Compact.</li> </ul> | <p><b>Submitted within three (3) calendar days following written request by the Gaming Commission</b></p>                                  |
| <b>d. Daily and Monthly Manager's Reports</b>   | Daily submittal by 4:00 p.m. the following calendar day. Monthly submittal to be submitted on or before the 5 <sup>th</sup> of each month. |
| <b>e. Personnel Action Reports involving the following:</b> <ul style="list-style-type: none"> <li>1. Change in address/telephone of licensed employee.</li> <li>2. Suspension of any licensed employee.</li> <li>3. Termination (voluntary or involuntary) of any licensed employee.</li> <li>4. Promotion or other job change of licensed employee</li> </ul>   | Submit by 4:00 p.m. – 5 calendar days following action.  |
| <b>f. Updated Floor Plan for all Slot Machines.</b>   | Monthly (on or before the 1st Friday of each month)  |
| <b>g. Exception Notices</b> <ul style="list-style-type: none"> <li>1. Compliance</li> <li>2. Auditing</li> </ul>  | Monthly (on or before the 1 <sup>st</sup> Friday of each month)  |
| <b>h. Cash Transaction Reports</b>  | As generated; submitted by 4:00 p.m. the   |

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|  | first calendar day following generation.  |
| <b>i. Suspicious Activity Reports</b>  | As generated; submitted by 4:00 p.m. the first calendar day following generation.   |
| <b>j. Slot Machine Numbers and Locations</b>   | Monthly (on or before the 5 <sup>th</sup> of each month)  |
| <b>k. Service Vendor Program</b><br>1. Full and Current list of approved Service Vendors*<br>2. Tracking of year-to date sales by or compensation paid to each approved Service Vendor*<br>3. Service Vendors which the gaming enterprise has refused to conduct business with or suspended business as a result of investigation findings** | *Monthly (on or before the 19 <sup>th</sup> of each month)<br><br>**As generated; submitted by 4:00 p.m. the first calendar day following generation. |
| <b>l. Verification of Payments</b><br><br>Verification that required payments have been submitted to NIGC, and state and local payments  | Immediately   |
| <b>m. Health &amp; Safety Inspection Reports</b><br><br>Inspections conducted by Inter-Tribal Council of Michigan  | Upon receipt  |

## Section 8. Required Notification to the Gaming Commission

8-1. The Gaming Commission's Surveillance Department shall be immediately notified of the occurrence of the following events by a representative of the gaming enterprise. For purposes of this section, the term "immediately notified" means verbal notification (via radio or telephone) as soon as practical after a representative of the gaming enterprise becomes aware of the occurrence of the event.

- a. A jackpot of \$1,200.00 or greater from any slot machine;
- b. A payout and/or jackpot of \$10,000.00 or greater from any table game;
- c. Accident or other incident resulting in damage to gaming equipment or electronic data processing (EDP) equipment used in connection with gaming operations;
- d. A felonious act that was committed on the property of the gaming enterprise;
- e. The arrest of any person at the gaming enterprise;
- f. If an outside law enforcement agency contacts representatives of the gaming enterprise as part of their official duties.

- g. All jackpots of \$35,000.00 or greater from either a slot machine or table game. The Gaming Commission Compliance Department must verify the jackpot **before** a gaming enterprise can pay out any such jackpot.
  - h. Action to restrict a prior employee from the gaming enterprise property.
- 8-2. *Adoption, Amendment, Repeal of Internal Controls; Processes*
- a. Approval of any changes or deletions to any system of internal control standards, procedures or documents must be requested from the Gaming Commission in writing 20 calendar days from the proposed start date.
  - b. The Gaming Commission may provide, by resolution or order, exception to the approval processes.

## **Section 9. Job Descriptions**

9-1. The Human Resources Department must forward to the Gaming Commission a copy of all job descriptions that are posted, for where an individual is employed under the job descriptions, and all job descriptions which are modified or discontinued.

## **Section 10. Failure to Comply**

10-1. Failure to comply with any required reporting requirements set forth in this chapter may result in the following fines, unless defined otherwise by Gaming Commission Order.

- a. Warning – first offense
- b. \$200.00 – second offense
- c. \$500.00 – third offense
- d. \$1,000.00 – for failure to submit any report identified in Section 8

10-2. Offenses shall be cumulative within a six month period from the date of the last offense.

10-3. All fines under this section are assessed against the gaming enterprise.

10-4. *Implementation.* This section shall, upon adoption, be delayed in implementation for a period of three months. After which date, the section shall be in full force and effect.